



Job Posting

Position Title:

Director of the Tennessee Head Start State Collaborative

Reports To:

Executive Director, Office of Early Learning, Division of Special Populations and Student Support, Tennessee Department of Education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Director of the Tennessee Head Start State Collaborative coordinates and connects the work of local and regional Head Start agencies statewide with the Tennessee Department of Education, the regional Head Start office in Atlanta, GA and the national Office of Head Start, in Washington DC. The Director will negotiate and facilitate partnerships between systems and programs to ensure children are academically, socially and emotionally prepared to thrive in kindergarten, and families have access to comprehensive services to support their child's healthy development.

Specific Position Responsibilities:

- Collaborate with the office of early learning leadership team to improve early childhood (0-5) program quality, teaching quality, student progress monitoring and ongoing family engagement
- Represent Head Start programs on interdepartmental boards, task forces, committees and work teams to ensure collaboration between Head Start, Early Head Start and partner early childhood (0-5) programs and agencies
- Communicate regularly and reciprocally with the national Office of Head Start (Washington, DC), the regional Head Start Office (Atlanta, GA) and the state Tennessee Head Start Association



Job Posting

- Support state school systems and Head Start programs to ensure positive, smooth transitions, as well as continuity of services, for children and families from early childhood programs to kindergarten
- Partner with state child care systems, emphasizing early head start-child care partnerships to increase the number of families accessing comprehensive services to support their child's healthy development
- Coordinate and manage the inclusion of Head Start data in state data collection efforts to assess early childhood program quality and child outcomes
- Support the expansion and access of high quality professional development opportunities for early childhood staff in Head Start and other early childhood programs and agencies
- Serve as a point of contact for local Head Start programs, directors and staff, federal and state officials, policymakers, the public, and the media through appropriate Department of Education rules
- Advocate for improvement in early childhood services in a variety of service arenas and state departments
- Collaborate with the QRIS systems to ensure ways for families to assess program's strengths and make informed decisions to meet the needs of their children

Comment [CC1]: Head Start needs to be capitalized

Qualifications:

Graduation from an accredited college or university with Bachelors, preferable Master degree, and experience equivalent to five years of full-time professional educational, instructional, social service or supervisory/administrative work; candidate must have some experience with Head Start/Early Head Start programs and/or early childhood education programs serving low income children and families.

Successful candidate will exhibit and/or possess the following skills and attributes:

- Strong verbal and written communication skills
- A core belief that all children can achieve, irrespective of background or circumstances



Job Posting

- Strive for excellence in all aspects of work
- Sound judgment and ability to evaluate decisions with confidence and humility
- Courage to advocate for disenfranchised populations
- Ability to be collaborative and support the team
- Innovative and resourceful problem solving skills

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Lisa.Wiltshire@tn.gov.

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